

Motor Vehicles

**OPERATION AND MAINTENANCE OF CIVIL AIR PATROL OWNED VEHICLES**

CAPR 77-1, 1 September 2003 is supplemented as follows:

2f. Added. Unit commanders will complete a "Vehicle Memorandum of Understanding," MNWG Form 11d, when requesting a vehicle or assuming command of a unit possessing a vehicle.

3d. A record of repairs and expenses will be accomplished on MNWG Form 11a, "Vehicle Discrepancy and Servicing Log."

5c. Individuals will request a CAPF 75, "Motor Vehicle Operator Identification Card" by sending an original MNWG Form 11c, "Application Form for CAP Motor Vehicle Operator Identification Card" to Minnesota Wing/LG. Units are to maintain a file of MNWG Form 11c for each member. When the member becomes inactive or transfers to another unit, place the MNWG Form 11c in their personnel file.

6c. Authority to approve nonmembers as passengers is delegated to Group commanders. Approval must be in writing. MNWG Form 7a may be used.

9b. The necessary and daily maintenance of vehicles will include such items as: routine operating inspections, safety checks, maintaining fluid levels, replacing needed electrical components, stopping leaks, etc. Units assigned corporate vehicles are responsible for maintenance and insurance premiums. All receipts for maintenance, whether reimbursed by Wing or not, are to be forwarded to Wing Logistics.

13d(4). Added. Units may choose to continue using MNWG 11 in addition to CAPF73 if a unit desires more accurate tracking.

16a. Added. The following is a list of forms available for corporate vehicles:

MNWG Form 11	Vehicle Log/Trip Record.
MNWG Form 11a	Vehicle Discrepancy and Servicing Log.
MNWG Form 11c	Application for CAP Motor Vehicle Operator Identification Card.
MNWG Form 11d	Vehicle Memorandum of Understanding.
CAPF 73	Time and Vehicle Usage Data

16b. Added. CAP Forms may be ordered from National Headquarters. MNWG Forms may be obtained from Minnesota Wing/DA and reproduced locally.

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DAVID KENAN, Maj, CAP  
Administrative Officer

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STEPHEN G. MILLER, Col, CAP  
Commander

**SUMMARY OF CHANGES**

References renumbered for changes in basic regulation. Requests for approval of maintenance now stated in regulation.

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Supersedes MNWG Supplement 1 to CAPR 77-1, 1 May 2002

OPR: LG

Distribution: 2 copies to each unit  
1 copy to Minnesota Wing/LO  
1 copy to North Central Region/LO  
1 copy to North Central Region/CS